

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: July 20, 2005

Division: Administration

Bulk Item: Yes X No

Department: Administration

Staff Contact Person: Tom Willi

AGENDA ITEM WORDING:

Approval of retainer agreement with TPC Governmental Consulting for provision of strategic governmental consulting services.

ITEM BACKGROUND:

The county presently uses the firm of Moody and Reyes to perform lobbying services on behalf of the BOCC. This proposed contract would replace the relationship with Mr. Reyes.

PREVIOUS RELEVANT BOCC ACTION:

CONTRACT/AGREEMENT CHANGES:

STAFF RECOMMENDATIONS:

Recommend agreement approval

TOTAL COST: \$66,000

BUDGETED: Yes X No

COST TO COUNTY:

SOURCE OF FUNDS:

REVENUE PRODUCING: Yes No X **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty OMB/Purchasing Risk Management

DIVISION DIRECTOR APPROVAL: Thomas J. Willi
(TYPE NAME HERE)

DOCUMENTATION: Included X Not Required

DISPOSITION:

AGENDA ITEM #

TPC

GOVERNMENTAL CONSULTING

William R. Pfeiffer, Esq.

**P.O. Box 10528
Tallahassee, Florida 32302
850-212-5941**

**Web: tpcgc.com
Email: bill@tpcgc.com**

-25-05

Thomas J. Willi
County Administrator
Monroe County Florida
100 Simonton Street
Suite 2-205
Key West, Florida 33040

Re: Retainer Agreement between Monroe County and TPCGC

Dear Mr. Willi,

Thank you for your interest in The Pfeiffer Company Government Consulting (TPCGC). I appreciate the opportunity to serve Monroe County and provide it with strategic governmental consulting services. TPCGC is committed to providing the highest level of service in furtherance of your goals. This agreement outlines the terms under which that representation will occur.

You have requested, and TPCGC has agreed to represent Monroe County before the Legislative and Executive branches in Florida concerning issues relevant to Monroe County. In addition, TPCGC will occasionally provide you relevant articles, analyses, and important governmental announcements.

In addition, TPCGC will always be available to advance Monroe County's interests. You may review in detail the qualifications of TPCGC at www.tpcgc.com. TPCGC contact information is reflected above and includes my email address and direct phone line.

In exchange for these services, Monroe County agrees to pay TPCGC \$5,000.00 per month beginning July 1, 2005. TPCGC will send an invoice on the first of each month and Monroe County agrees to make full payment by the end of each month. This agreement will proceed on a quarterly basis and may be terminated by either party with 90 days written notice. Any costs, including travel, entertainment, and other expenses incurred on Monroe County's behalf directly attributable to the performance of this work will also be billed in addition to the monthly retainer. However, TPCGC agrees to secure prior authority from Thomas Willi prior to incurring more than \$500.00 in expenses in any given month.

In addition, Monroe County agrees to complete any and all forms necessary to comply with lobbyist registration and gift or expenditure disclosure requirements under Florida law that may arise as a result of TPCGC's representation during the term of this contract or after its termination if two reporting periods overlap.

The above reflects the complete agreement between TPCGC and Monroe County. Inasmuch, please sign the two originals of this agreement and return one for our files. Also, please sign the enclosed client information form and lobbyist authorization forms and return those with the original of this agreement. I appreciate your attention to this matter and look forward to working with you. Please never hesitate to contact me at any time if I can assist Monroe County in any manner.

Sincerely,

William R. Pfeiffer
President
TPCGC

for Monroe County

Date

Enclosures

Curriculum Vitae

WILLIAM R. PFEIFFER, Esq.

P.O. Box 10528, Tallahassee, Florida 32302, (850) 212-5941, bill@tpcgc.com

SUMMARY: Highly strategic, respected and seasoned attorney and governmental consultant with extensive experience achieving in the Legislative, Executive and Judicial branches of Florida government. Focused experience in high-level procurement activities, legislative issues and litigation. Trusted relationships with key decision-makers at all levels of Florida government.

EDUCATION: **Florida State University College of Law, J.D.** **1988 - 1991**

- Recipient of prestigious Book Awards in Trial Practice and Labor law
- Several Mock Trial Awards

University of North Carolina,(Asheville), B.S. **1984 - 1988**

- Student-body Vice President
- Collegiate baseball player
- Numerous awards and honors

PROFESSIONAL EXPERIENCE: **TPC Governmental Consulting – President** **2004 – current**

Actively engaged in the strategic representation of many diverse clients before the Legislative and Executive branches including Sprint, Verizon, Equitas, Convergys, Tenet Health Care, Aegis Corp., Griffin Holdings, City of Delray Beach, City of North Lauderdale, International Speedway Corp., Val-Pak, and Crowder-Gulf Inc. Key policy and political strategist for various elected officials. Maintain trusted and seasoned relationships with Legislative and Executive branch leadership and staff with over 10 years experience negotiating, procuring and lobbying various issues in Florida and Washington, D.C.

Administrative Law Judge and Chief of Operations **2000 – 2004**

Florida Division of Administrative Hearings (DOAH) Presided state-wide as an Administrative Law Judge over complex litigation between various governmental agencies, local governments and the private sector involving procurement, health care, environmental and general regulatory matters pursuant to Chapter 120, Florida Statutes. Assisted with the management and operations of the Division and served as the key lobbyist and liaison to the legislative and executive branches regarding funding and legislation.

Assistant Secretary of State to Katherine Harris **1998 - 2000**

Served as the Secretary's appointed Assistant Secretary of State and directly managed the Department of State's \$150 million budget, 1200 employees and 7 Divisions including International Affairs, Elections, Corporations, Cultural Affairs, Licensing, Libraries and Historic Preservation. Key lobbyist and negotiator for the Department and served as the liaison to all federal, state and local governments.

Executive Director, Florida Senate**1996 - 1998**

Director and policy advisor to Florida Senate President Toni Jennings. Formulated, negotiated and shepherd hundreds of significant legislative issues through the process. Managed executive staff.

Staff Director, Florida Senate Rules Committee**1994 - 1996**

Policy advisor to Senate President Jim Scott and Senator Toni Jennings. Formulated legislative policy, drafted and analyzed legislation and managed staff.

Special Master, The Florida Senate**1995 - 1998**

Presided as the Senate's Special Master over legislative claim bills.

Private-Practice Attorney**1991 - 1994**

Law Offices of William R. Pfeiffer - Operated and managed a successful private-practice law firm specializing in federal and state litigation, administrative law, civil forfeiture and criminal law. Approximately 50 jury trials.

**OTHER
EXPERIENCE:****Taylor, Selvey and Blow, P.A.****01/89 - 04/91**

Law Clerk - Assisted law firm partners with research and legal writing.

Miami-Dade County State Attorney's Office**04/90 - 09/90**

Prosecutor - Prosecuted drug and violent crime cases as an intern.

Public Employee Relations' Commission**08/89 - 04/90**

Chief Law Clerk - Assisted Commission Chairman with drafting, researching case law and special projects relating to public labor law.

Florida Attorney General's Office (Civil Division)**01/89 - 07/89**

Law Clerk - Assisted with defending the State of Florida in civil suits.

**TEACHING
EXPERIENCE:****Adjunct Professor and Guest Lecturer****1996 - 2001**

Florida State University (FSU) Taught upper-level, diverse courses including Legislative Policy, Introduction to Law, Political Speech and Florida Government

Harvard University (Kennedy School) guest lecturer
Tallahassee Community College guest lecturer

**07/99
routinely****ADMITTED:**

Florida Bar (1991)
U.S. District Court (11th Circuit, Middle and Northern District 1991)
U.S. District Court of Appeals (11th Circuit 1993)
U.S. Supreme Court (1997)

IMPORTANT: Please draft the language below on your letterhead, sign it and **RETURN IT to Bill Pfeiffer at P.O. Box 10528, Tallahassee, FL 32302** along with the client information form. If you have any questions, please call me at (850) 212-5941. If Bill Pfeiffer has been retained to represent you **before both the Legislative and Executive branches**, please send two originals.

Thank you.

SAMPLE LETTER

Today's Date

Lobbyist Registration
Room G-68, Claude Pepper Building
111 West Madison
Tallahassee, FL 32399

Re. Designation and Authorization of Lobbyist William R. Pfeiffer

Dear Sir or Madam:

By this letter, I hereby authorize Mr. William R. Pfeiffer to be a designated lobbyist on behalf of (your entity) before the Executive Branch/Legislative Branch for the State of Florida. (note - circle either Executive or Legislative)

Sincerely,

Your Signature

IMPORTANT - PLEASE, DO NOT MAIL THIS LETTER OR THE AUTHORIZATION FORMS DIRECTLY TO THE LOBBYIST REGISTRATION OFFICE ADDRESS SINCE ALL FORMS MUST ARRIVE SIMULTANEOUSLY. I WILL FORWARD THEM ALL OF THE FORMS.

TPC

GOVERNMENTAL CONSULTING

William R. Pfeiffer, Esq.

P.O. Box 10528
Tallahassee, Florida 32302
850-212-5941

Web: tpcgc.com
Email: bill@tpcgc.com

Client Information Form

Client Name: _____

Contact Information:

Primary Contact: _____

Address: _____

Telephone Number (Office): _____

Telephone Number (Cell): _____

Facsimile Number: _____

E-mail Address: _____

Assistant's Name: _____

Telephone Number: _____

E-mail Address: _____

Billing Information:

Contact Name for Invoices: _____

Address: _____

Telephone Number: _____

E-mail Address: _____

Additional Information:

Please designate the name(s) and e-mail address(es) of individuals who will receive regular information, updates, and/or newsclips.

Notes: _____

**EXECUTIVE BRANCH LOBBYIST REGISTRATION
CALENDAR YEAR 2005/2006**

FORM 20

Type or print clearly

For Office Use: Check No. # _____
DL _____ ATL _____ ATS _____

Name of Lobbyist: William R. Pfeiffer

Name of Principal Represented: _____

Principal's Legal Business Address: _____

Lobbyist's Mailing Address: P.O. Box 10528 Tallahassee, FL 32302

Lobbyist's Business Phone: 850-212-5941

Lobbyist's Area of Interest: Local Government

Do you have any direct or indirect business association, partnership, or financial relationship with any employee of an agency before which you are registering to lobby? NO

Agency Registration: ALL

(Leave blank to lobby before ALL executive branch Agencies.)

I do solemnly swear that all the foregoing facts are true and correct.

(Original Signature of Lobbyist)

NOTARY STATE OF FLORIDA, COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____,
by _____

(Notary Signature)

(seal or stamp)

(Print, Type or Stamp Name of Notary)

Personally known _____ OR Produced Identification _____
Type of Identification Produced _____

**LEGISLATIVE BRANCH LOBBYIST REGISTRATION
CALENDAR YEAR 2005/2006**

Type or print clearly

For Office Use: Check No. # _____
DL _____ ATL _____ ATS _____

Name of Lobbyist: William R. Pfeiffer

Lobbyist's Business Address: P.O. Box 10528 Tallahassee, FL 32302

Lobbyist's Business Phone: 850-212-5941

Lobbyist's Area of Interest: Government, Health Care, Business, Insurance

Lobbyist's DL # and State: P160-936-66-3880

Name of Principal Represented: _____

Principal's Legal Business Address: _____

State the name and the extent of any direct business association or partnership you have with any member of the Legislature: NONE.

I do solemnly swear that all the foregoing facts are true and correct.

(Original Signature of Lobbyist)

NOTARY STATE OF FLORIDA, COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____,
by _____

(Notary Signature)

(seal or stamp)

(Print, Type or Stamp Name of Notary)

Personally known _____ OR Produced Identification _____

Type of Identification Produced _____

INSTRUCTIONS FOR FILING FORMS

- A separate form for each principal must be submitted.
- A separate statement signed by the principal or the principal's representative authorizing the lobbyist to represent the principal must be submitted before registration is complete.
- The annual registration of \$25 per principal must be paid at the time of registration. Make checks payable to E.B.L.R.T.F. (Executive Branch Lobbyist Registration Trust Fund)
- All of the information must be complete or forms will be returned. Do not use abbreviations.
- Registration is required BEFORE lobbying an agency or agency personnel.
- If a principal has one lobbyist registered, another lobbyist for that principal shall not be allowed to register until the principal appoints one of the lobbyists as the Designated Lobbyist for the purpose of reporting expenditures. The principal must appoint the designated lobbyist in writing.
- Any changes to the information provided on the registration form must be reported in writing to Lobbyist Registration within 15 days.
- Additional forms may be obtained from the Lobbyist Registration office.
- Photocopies of CE Form 20 may be submitted for registration but only with original signatures and notarization.
- The lobbyist or principal may cancel the lobbyist's registration for that principal by written notification to the Lobbyist Registration office. This cancellation must be provided promptly and, until received, the lobbyist will continue to be responsible for filing all required expenditure reports.
- Please refer to Section 112.3215, F.S., and Chapter 3412, F.A.C., for the registration and reporting requirements for persons who register to lobby the Executive Branch. Return Completed Forms to:

TPCGC LOBBYIST REGISTRATION and DESIGNATION FORMS
P.O. BOX 10528
TALLAHASSEE, FL 32302